

**Pittsfield Village Condominium Association
Board of Directors Meeting
Friday, March 23, 2012**

MINUTES

Pittsfield Village Board Members Present:

Laura Zeitlin
Ken Sylvester
Justin Ferguson
Jessica Lehr
Aaron Pressel

Board Members Absent:

Kramer-Triad Management Group: Melissa Brown, Jeff Gourlie, and Colin Breed.

Co – op Board

Lisa Lemble
Brian Rice
Betsy Hunsche

Committee Chairs Present

Darleen Boynton
Margarita Garcia-Roberts

Member(s) present

Anne Durbin

CALL TO ORDER: 6:38 pm by Justin Ferguson

AGENDA APPROVAL:

One change: removal of the budget line item and postponing it to the next meeting.

Justin motioned to accept agenda with this omission. All in favor; agenda approved.

COOPERATIVE BUSINESS

- Sale – 3503 Oakwood. 1 bedroom.
\$48,000.00. Verbal offer with no money back.

- Co-op budget submitted to Board.
- Insurance proposal for cooperative. D&O and fidelity coverage only. Lisa motioned to approve renewal. Brian seconded. Motion passed.
- Audit: Myler will do. \$4800 for audit. We are asking it be complete before representative goes on maternity leave. Lisa motioned to accept proposal. Betsy seconded. Motion passed.

COMMITTEE REPORTS

AD-HOC GOVERNANCE

- Draft of committee guidelines will be available to the board at the April meeting.

COMMUNICATION COMMITTEE

- Melissa advised board to review the website again. If there are any issues or edits for the website, please send Melissa an email and she will communicate with committee.
- Melissa will follow up with Communications Committee to get staff permission/training to edit website (especially for posting units for sale)
- Community archive and the exchange have been “fixed”.
- Newsletter articles: what is the deadline? Melissa will confirm with committee.

LANDSCAPE COMMITTEE

- Co-owner requests—several were submitted prior to their last meeting.
- Tree list and priorities: criteria given to board. Discussed and some revisions were suggested to make certain that more serious maintenance problems will get higher scores.
- Suggestions were
 - Sewer Line (2, 4, 6)
 - Foundation (2, 4, 6)
 - Too Close to Building (2, 3, 4)
 - Dead or Dying (1, 2, 4)
 - Emergency (6)
 - Co-owner (1, 2, 3)
- We would expect trees that are too close to the building would end up getting numbers in multiple categories (higher total score). This may sometimes be the case with dead or dying trees – their priority will often depend on location
- The committee will revise the list and bring it back to the board.
- April 22 is the Landscape walk-through. They will be sure to look at the top 20 trees on the priority list. Ratings will be updated after the walk.

- Drain at Norwood and Whitewood-committee will put in native wetland plants to alleviate silt rundown and flooding issues. This may also help with mosquitos. We should communicate this to the community. Perhaps in a newsletter article from Landscape
- Mosquito problem discussed. How might we approach this issue? We could look into promoting more bird habitat. Some options would be expensive. We should also warn residents via the newsletter that mosquitos are anticipated to be very bad this summer because of the warm winter.
- Plantings by entrance signs: some money has been budgeted. There are annuals and perennials in each bed. Plant material has been decided. The idea is to make the beds “pop” all year round, or at least 3 seasons.

MODIFICATIONS AND MAINTENANCE COMMITTEE

- Ann Durbin 2843 Pittsfield has requested reimbursement for air duct cleaning and mold remediation and the committee voted to decline her request. She had an unapproved modification in her crawlspace. 2 units have been denied reimbursement in the past for this. Ann attended meeting to bring issue to the Board.
 - Since the M&M decision, it has been clarified that high radon readings were the reason for the modification. The previous resident had **Visqueen** installed as part of the radon mitigation (required for sale). This could environment for mildew, but mitigating the radon is also very important. The radon company said that there should not be problems with radon under the Visqueen.
 - M&M, given new information, would like to request the Washtenaw County of Public Health come inspect and give advice. The County/EPA does not normally recommend mold testing, but resident has specific mold allergies. There was also a suggestion of having a second Radon company inspect the area

and recommend whether the Visqueen is the best (or only) mitigation option.

- Colin mentioned basement tiles, and the fact that foundations need to breathe. Humidity levels are a concern also. It may make sense to look into installing a ventilation system (fan, etc.) in the crawlspace.
- Ann's basement flooded during the large 2010 storms. She had 3ft of water in the basement. Insurance had a professional company come out and clean, but Ann isn't sure whether they did the crawlspace. Since the mold was on top of the Visqueen, Board wondered whether that was a possible cause of the mold.
- Need to find the root cause of the issue so that we can prevent it recurring. Even if regular air testing helps identify when there is a problem, if we don't address the root cause, we are only treating the symptoms.
- The board cannot make a decision at this time, but will discussions further after M&M has the County do the inspection.
- Basement and Sewer Policy submitted to the board.
- Pool inventory and maintenance plan. The committee is working with staff to detail all smaller pool expenses (not in reserve study) so that we can plan more effectively.
- New Asphalt for Community driveway. Problem keeps recurring because commercial vehicles from nearby businesses use it as a pass-through. They are not interested in contributing to the maintenance costs. PV is not the only company who uses this right of way. Why do we have to pay for the maintenance and upkeep? Can we put a weight limit on the driveway? Jeff suggested looking at county records and checking with our lawyer (mgmt. will do). Colin would like to patch potholes at this time.
- Melissa thinks that the concrete pad (under our dumpster – separate asphalt proposal) be replaced as soon as possible.

- Deck sealing proposal: Aaron moved to accept proposal; Jessica seconded. Motion passed.

FINANCE COMMITTEE-no quorum for meeting, but comments are as follows:

- Did not have a regular meeting in February because of budget meeting, so at this time, there are 3 months of financials to review.
- Annual budget will go out with coupon booklets.
- Audit proposal was not reviewed by committee; dates do not match. It looks as if it's last year's audit proposal. Melissa will confirm.
- Margarita is comfortable with notes from budget meeting.

BOARD APPROVED MOTIONS THROUGH EMAIL—nothing voted via email

PLANNING SESSION – not held MEMBER REQUESTS

- **Painting of 3456 Richard;** Ken offered to swap his building, slated to be painted this year, with Aaron's who is scheduled for next year. Laura and Jessica are both agreeable to this. Ken will talk with his neighbors and get back to Melissa with the outcome. If it doesn't make sense to do the swap, Aaron's building can be touched up. Some discussion of process – how are buildings chosen for paint priority (since we are in process of moving to 5yr cycle)? Each fall the next cycle is evaluated and determined-with maintenance, management, and the paint contractor.
- **2843 Pittsfield's** request for reimbursement: root cause needs to be identified before a decision can be made about how to proceed.
3412 Oakwood deck request: proposed deck extends past 10 ft. into green space (spec) and to the end of the resident's window. Concerns about setting a precedent (in general), and especially for moving further into the green space. Aaron suggested asking M&M to revisit the general deck specs and any other options for extending living spaces. None of the Board

members are comfortable with allowing someone to extend into green space if not considered as part of a broader spec discussion. M&M were also concerned that there is a privacy issue with the proposed width of the deck (to the end of the window). However, the alternative provided had a deck to halfway through the window with an extension through a patio that is wider than what Jessica proposes. Board felt that the committee already set precedent by allowing residents to go to that width, and the height difference is arbitrary. Laura questioned whether we would want to promote patios, since there are more maintenance concerns. Jessica is ok with extending only the width of the deck (not extending into the green space) and committing to installing a barrier to create greater privacy. She will draw up a new design and submit it to committee and Board for another review to make sure the privacy barrier is appropriate. Aaron moved to approve this modified deck extension proposal. Ken further motioned to approve this deck with discussed variation. Laura seconded. Motion approved. Justin requested that Jessica submit her final written plans, especially the privacy area, to the Modification Committee and Board.

MANAGER REPORT

- 4 sales through the month of February.
- 6 condo units for sale at this time
- work order update
- off-site owners remain steady
- no violations
- 8 units for sale in the deferred group, 4 of which are co-ops.
- 2801 has closed
- 2831 is closing at the end of March
- 2238 closing next week
- 3461 closing in April
- 3 owner conversions coming up
- 14 requests for payoff worksheets
- 2 new take-back units. One of which will get upgrades, and once those are complete we will put on the market and list for

\$75,000.00; the other needs much more work, but will be sold.

CONTINUING BUSINESS

- Group purchasing update—should have something next month. Discussion of possible areas for group buying. Laura suggested insulation is something that would increase unit values, but also suggested looking into windows as well, since insulation may be a more affordable expenditure for owners than windows. Melissa noted that windows are association responsibility but replacement isn't planned until 2035. Laura still felt group purchasing options for those who choose to replace windows on their own would be useful. Melissa suggested dryer vent cleaning. Items discussed:
 - Insulation
 - Furnace/AC
 - Water Heater
 - Dryer vents
 - Windows
 - Walk throughs (kitchen)
 - Floors (refinishing)
 - New toilets
 - Electrical
- Solar roof tiles: Melissa spoke with Roofing Technology Associates. Solar roofing is generally about 20x the cost of asphalt. Also, DTE does not currently have a way to hook solar roofing into their system (so that they can track the energy being generated). RTA will get back to us with more details.

NEW BUSINESS

- **Basement drain / sewer line policy:** is in resolution format for legal reasons. Minor edits were made and Melissa took notes to make changes. Jessica motioned to approve with modifications. Ken seconded. Motion passed.
- **Annual Meeting:** check calendars and conduct a “Doodle Poll” to pick date. 3 seats open for election. Annual Review will have PV logo on them. Future funding/general contingency items and relative information should be given to the

community at the meeting. Nomination profiles received can be sent out to the community for review at least a week ahead of the Annual meeting. Nominees will be given the opportunity to talk with current board members ahead of time. Jessica's information will be given as a contact. 2011 Annual Meeting minutes draft will be

available on line and in office for those who want to review them ahead of time.

ADJOURN TO EXECUTIVE SESSION—9:34 pm

EXECUTIVE SESSION
NEXT BOARD MEETING: April 20, 2012